

**INSTRUCTOR TRAINING
REVISION COMMITTEE MEETING
Guilford Technical Community College
Jamestown, NC
July 25, 2008**

The Instructor Training Revision Committee met on July 25, 2008, at Guilford Technical Community College, Jamestown, NC. Pam Pope called the meeting to order at 10:15 a.m. Pam thanked Sandra Neal for hosting the meeting.

Those members attending were:

Bobbi Cox, Gardner-Webb University
Stephanie Freeman, NC Department of Correction
Sandra Neal, Guilford Technical Community College
Betty Reynolds, Wilson Community College
Joyce Vaughan, Wake Technical Community College

Staff attending:

Carolyn Holland, NC Justice Academy
Josh Phillips, NC Justice Academy
Pam Pope, NC Justice Academy
Autumn Hanna, Sheriffs' Standards Division
Jim McDougle, Criminal Justice Standards Division

Pam asked for approval of the minutes from the last meeting or recommended changes.

Stephanie Freeman made a motion to approve the minutes from the April 24, 2008 meeting. Betty Reynolds seconded. The motion was approved.

Law Enforcement Instructor Liabilities and Legal Responsibilities

Pam explained this lesson plan, formerly called "Civil Liabilities," has been revised by Dave Schick, Agency Legal Specialist, NC Justice Academy. He met with CJ Standards Division staff and inquired about what instructors really needed to know so he could revise this material. Pam asked for committee input concerning the changes.

Stephanie stated the lesson plan should be written using plain language. Specifically, objective number three should be rewritten using plainer language. Another example is the section on "joint causation." Stephanie suggested using some practical application examples.

Pam will ask Dave Schick to clarify some language in the lesson plan and she will consult with Jim McDougle for practical examples for the Code. The revisions will be made and presented to the committee at the next meeting.

Sandra Neal also suggested revising the sentence section C, #8 where it's stated "This is a misdemeanor." Rewrite it to say, "This can be a chargeable offense."

Interpersonal Communication

Josh reported that he added information on visual communication and nonverbal communication. Also, the video *Body Language* was added. Josh showed the video and explained that it shows different body language exhibited by students. He suggested instructors should pause after each example and discuss it with the class.

Joyce stated she could not find the instructor note for conducting the practical exercise "Practice Your Communication Skills." It was decided to put the note just before section C.

Betty Reynolds made a motion to approve the "Interpersonal Communication in Instruction" outline. Stephanie Freeman seconded. The motion was approved.

Methods and Strategies of Instruction

Pam stated she and Josh revised the outline. She pointed out that objective number 10 was deleted because it is covered elsewhere in the curricula. The goal in revising the lesson plan was to delete the excess material, because some of it was repetitive. Some of the practical exercises were deleted.

Joyce stated that she liked the penny exercise. Perhaps make it optional if time permits. Other members agreed to leave it as optional.

Members agreed with the changes in the classroom seating arrangements section.

Stephanie suggested deleting objective number 6 since the material on the adult learner was deleted. Members agreed.

The time to teach this outline will remain the same. If after teaching the revised material and more time is still needed, more time can be requested.

Bobbi Cox made a motion to approve the "Methods and Strategies of Instruction" outline. Betty Reynolds seconded. The motion was approved.

Professional Resources

Pam reported that this block needed updating and some material was deleted. She asked the Academy's librarian to assist in the revision. Alana Fisher provided the new information for revision. Some of the resources provided in the old lesson plan weren't really needed by students.

Joyce suggested leaving the information in section B, "Citing References." She uses the pages in the lesson plan for her students. The handout is a supplement; the information should also be given in the lesson plan. Some students need more than the handout which shows examples of endnotes and references.

Members discussed Kate Turabian's *A Manual for Writers for Research Papers* and what format to use for writing lesson plans and citing references and endnotes. It was decided to use terminology in section B, "Citing References" saying: "The examples below are based on a variation of Turabian style." The material will be added back to the outline and updated to match the handout. The instructor note will refer students to the handout. The information on the encyclopedia will not be included. A section on electronic sources will include the internet resources using author and no author.

Pam suggested revising the Instructor Notes section, number 4, dealing with using a minimum of three separate sources. A statement could be added about using encyclopedias and dictionaries only as resources is strongly discouraged. Joyce suggested adding a note about limiting the use of policy and procedures manuals also.

Joyce stated there is a test question on the pre-test concerning National Criminal Justice Reference Service (NCJRS) and asked if the information should be deleted from the outline. It was decided to move the information to number 7, "Government sources."

Pam mentioned the problems the Academy students have with endnotes. She created a handout for this block of instruction called "Helpful Hints on Endnotes" to assist students.

Bobbi stated objective number one should be changed to eight different sources instead of nine because of deletions.

Stephanie Freeman made a motion to approve "Lesson Plan Preparation: Professional Resources." Betty Reynolds seconded. The motion was approved.

Other Business

Pam stated "Teaching Adults" and "Format and Objectives" revisions will be presented at the next meeting. She informed everyone that Leila Humphries might be chairing the next meeting since she will be in charge of the Instructor Training program at the Academy.

Jim McDougale stated he did not have a report yet concerning non US citizens. He has talked with Joy Strickland, but has no answer yet.

Stephanie reported that the test questions on "The Evaluation Process" block are good and come from the objectives. Members are puzzled as to why students have such a problem with the test questions for this block.

Bobbi mentioned that an objective in the "Format and Objectives" lesson plan should be changed to say "construct an instructor lesson plan" instead of "construct a student lesson plan." The PowerPoint also should be corrected. Bobbi also stated that Scott had planned to place some well written student lesson plans on the website and asked whether that could be done.

Pam said the only lesson plans received were from Bobbi. If members are interested in doing this, make copies of their sample outlines and bring them to the next meeting.

Bobbi stated that she has experienced a problem with students not having updated Instructor Training notebooks. She suggested making an announcement at the School Directors Conference that the notebook was being revised and up-to-date notebooks should be obtained. Pam stated she would send an e-mail to school directors.

Bobbi suggested reviewing the other lesson plans so that when the notebook is published in January all the materials will have been revised or reviewed. Pam asked for volunteers for revising the outlines. The following members volunteered:

Joyce – ISD

Bobbi – Demonstration Methods and Practical Exercises

Betty – 10-Minute Presentations

Stephanie – Student Performance

These lesson plan revisions/reviews will be due September 12.

The next meeting will be held September 12, 2008, at 10 a.m. It will be held in Apex.

The meeting adjourned at 12:30 p.m.